



Wide Area Workflow Receipt and Acceptance

User Registration

Access the WAWF-RA Website

Wide Area Work Flow Version 3.0.2 - Microsoft Internet Explorer

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Address <https://wawf.eb.mil> Go Links

Wide Area Workflow

https://wawf.eb.mil

Wide Area Workflow

Home

Customer Support

DISA WESTHEM
Area Command Ogden
Customer Service Center
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COMMERCIAL: 801-605-7095
DSN: 388-7095
FAX COMMERCIAL: 801-605-7
FAX DSN: 388-7453
cscassig@ogden.disa.mil

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Version 3.0.2

System messages:
If you are still experiencing log on problems to the WAWF application, please assist us in analyzing these events as follows: We request you to stop exactly where you have encountered the problem and promptly report your problem to the Ogden Help Desk. Ogden will provide step by step instructions for data capture.

WAWF v3.0.2 is experiencing difficulties with users logging on with their Common Access Card (CAC) and PKI certificate. We're working to resolve the problem. In the interim, current CAC/PKI certificate users will be issued USERID/Password to access the application. If you previously used a CAC/PKI in WAWF and haven't received an email with your one-time password, please contact your Group Administrator (GAM) or the WAWF Ogden Customer Support Center. We apologize for any inconvenience this may cause and thank you for your patience.

[Logon to WAWF-RA \(Registered user only\)](#)
[Self Register to use WAWF-RA \(New users\)*](#)
[Help with registration for access to WAWF-RA](#)

*Note: Your computer must be set up to run WAWF-RA before you can self register. See "About WAWF-RA."

Done Internet

Set Up Your Machine

Wide Area Work Flow Version 3.0.2 - Microsoft Internet Explorer

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Wide Area Workflow

Customer Support

Version 3.0.2

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*Note: Your computer must be set up to run WAWF-RA before you can self register. See "About WAWF-RA."

Done Internet

Register in WAWF-RA

Computer must be set up
prior to registering!

User Self Registers

Wide Area Work Flow Version 3.0.2 - Microsoft Internet Explorer

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Logon to WAWF-RA (Registered user only)
Self Register to use WAWF-RA (New users)*
Help with registration for access to WAWF-RA

*Note: Your computer must be set up to run WAWF-RA before you can self register. See "About WAWF-RA."

Click OK to the warning message about not using the Back button

Done Internet

Enter User Profile Information

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WAWF Self Registration

* indicates mandatory field

First Name *	Last Name *
Commercial Telephone *	DSN Telephone
Rank/Grade (Mandatory for Government Users)	E-mail Address *
Job Description *	Title *

Click Continue

Continue Return Page Help

Ensure email is correct! This will be used for activation notification.

Done Internet

Select Logon Method

Select User ID and Password

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WAWF Self Registration

* indicates mandatory field

Logon Method *

User ID and Password

DoD or ECA Software Certificate

DoD Common Access Card

Continue Return Page Help

Click Continue

Create a User ID

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WAWF Self Registration

* indicates mandatory field

User ID *

Continue Return Page Help

**Case sensitive
Minimum 8
characters**

Click Continue

Done Internet

Select the User's Role

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Wide Area Workflow

User Role

WAWF Self Registration

* indicates mandatory field

Role

- Acceptor
- Acceptor
- Acceptor View Only
- Admin By View Only
- Auditor
- Group Administrator
- Help Administrator
- Inspector/DCAA Auditor
- Inspector/DCAA Auditor View Only
- Issue By View Only
- Local Processing Office
- Local Processing Official View Only

Click Continu e

Done Internet

The screenshot shows a Microsoft Internet Explorer window displaying the 'Wide Area Workflow Version 3.0.2' homepage. The left sidebar contains links for 'Home', 'Customer Support' (with contact information for DISA WESTHEM), 'About WAWF - RA', 'What's New', 'Security & Privacy', 'Warning and Disclaimers', 'Active DoDAACs and Roles', and 'WAWF-RA 2.0D Archive'. The main content area features a banner with the text 'Wide Area Workflow'. Below the banner, a section titled 'User Role' contains the heading 'WAWF Self Registration' and a note '* indicates mandatory field'. A dropdown menu titled 'Role' is open, listing various options such as 'Acceptor', 'Acceptor View Only', 'Admin By View Only', 'Auditor', 'Group Administrator', etc. To the right of the dropdown, a thought bubble contains the text 'Click Continu e'. The bottom of the browser window shows standard IE navigation and status bars.

Roles Defined

- Group Administrator – Responsible for activation/de-activation and user password resets.
- Acceptor – Accepts supplies/services on behalf of the Government.
- Inspector – Inspects supplies when not performed by the accepting activity (e.g. DCMA).
- Local Processing Office – Certifies invoices for payment when funded with Navy funding.
- View Only – Contracting, Comptrollers, and those user's not responsible for accepting, but need view only access.

Select Registration Method

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* indicates mandatory field

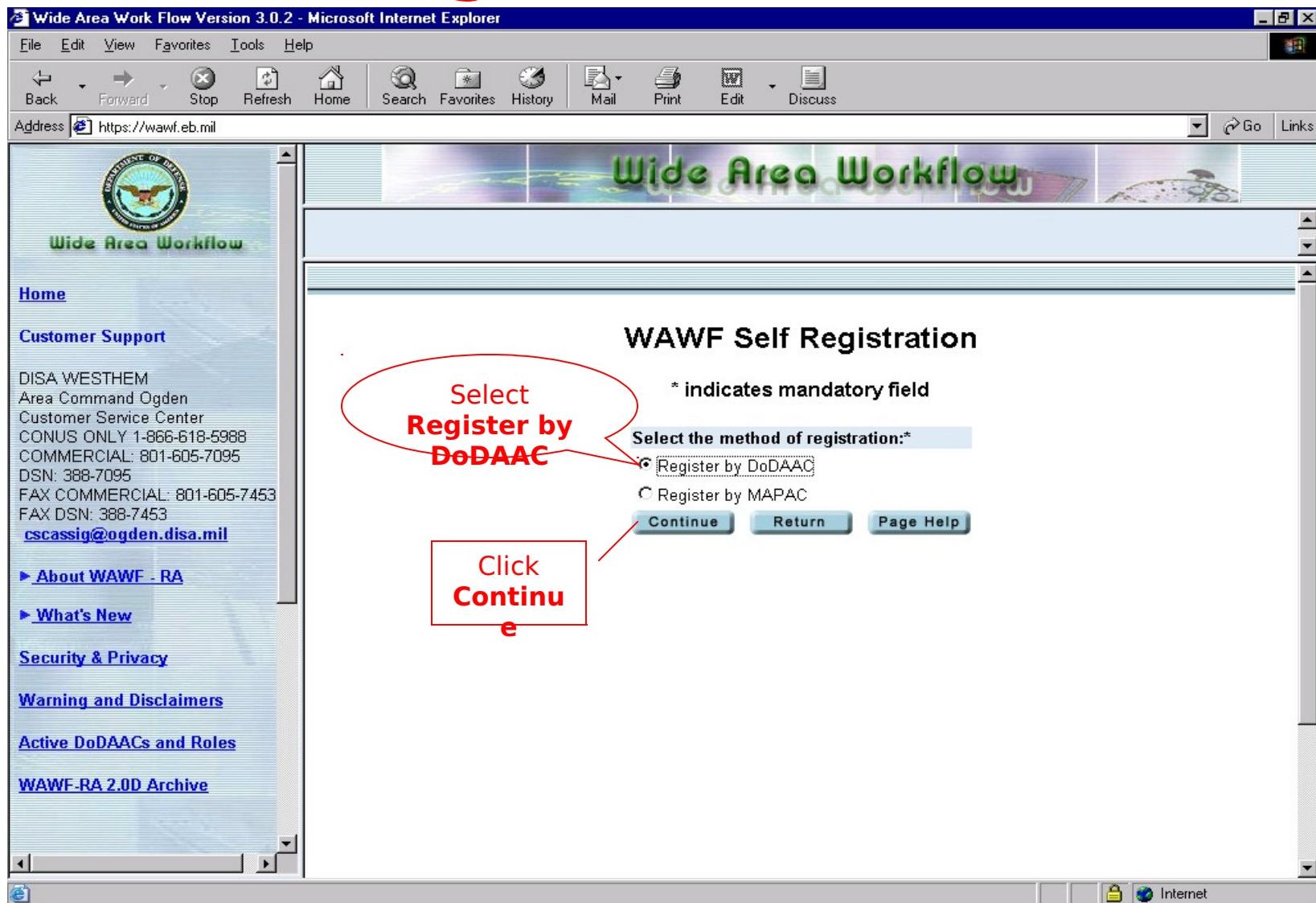
Select the method of registration:

Register by DoDAAC
 Register by MAPAC

Continue Return Page Help

Select Register by DoDAAC

Click Continue



Enter DoDAAC

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WAWF Self Registration

* indicates mandatory field

DoDAAC*
Extension

Continue Return Page Help

Enter DoDAAC/
RUC

Do NOT
enter an
Extension

Click
Continu
e

Done Internet

Verify Information

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DEPARTMENT OF DEFENSE
UNITED STATES OF AMERICA

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WAWF Self Registration

* indicates mandatory field

Profile Information

First Name	Last Name	Commercial Phone	DSN Phone	Email	Rank	Title	Job Description	Action
Mike	Olson	913-638-9334		miolson@caci.com	Contractor	WAWF Implementation	Contractor	

Userid

Userid	Action
Mike Olson	

Role Information

Role	Group	Code	Extension	Action
Acceptor View Only	M14001	M14001		

STATEMENT OF ACCOUNTABILITY *

I understand my obligation to protect my password/certificate. I assume the responsibility for the data and system I am granted access to. I will not exceed my authorized access.

[Register Now](#) [Cancel](#) [Page Help](#)

Are Changes Required?

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Mike	Olson	913-638-9334		miolson@caci.com	Contractor	WAWF Implementation	Contractor	

Userid

Userid	Action
Mike Olson	

Role Information

Role	Group	Code	Extension	Action
Acceptor View Only	M14001	M14001		

STATEMENT OF ACCOUNTABILITY *

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Register Now **Cancel** **Page Help**

Add Additional Roles?

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First Name	Last Name	Commercial Phone	DSN Phone	Email	Rank	Title	Job Description	Action
Mike	Olson	913-638-9334		miolson@caci.com	Contractor	WAWF Implementation	Contractor	

Userid

Action
Mike Olson

Role Information

Role	Group	Code	Extension	Action
Acceptor View Only	M14001	M14001		

Click to add additional roles/DoDAAC's

STATEMENT OF ACCOUNTABILITY *
I understand my obligation to protect my password/certificate. I assume the responsibility for the data and system I am granted access to. I will not exceed my authorized access.

Register Now Cancel Page Help

Submit Registration

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Userid

Mike Olson	
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Role Information

Group	Code	Extension	Action
M14001	M14001		

Click the Statement of Accountability

Role
Acceptor View Only

Click Register Now

STATEMENT OF ACCOUNTABILITY *
I understand my obligation to protect my password/certificate. I assume the responsibility for the data and system I am granted access to. I will not exceed my authorized access.

Register Now Cancel Page Help

Complete the DISA Form 41 (SAAR)

- Form is available from the WAWF-RA website.
- Click **Help** under **Self Registration.**
- Instructions for completion for WAWF-RA access are included.



any inconvenience this may cause and thank you for your patience.

[Logon](#) to WAWF-RA (Registered user only)

[Self Register](#) to use WAWF-RA (New users)*

[Help](#) with registration for access to WAWF-RA

*Note: Your computer must be set up to run WAWF-RA before you can c

Government Users

Click [here](#) for Registration Help.

Click [here](#) for a sample System Authorization Access Request form (DISA Form 41).

Vendors

Activation Process

- Now that you have registered, your GAM must activate you.
 - Give GAM the signed DISA Form 41
 - GAM goes into WAWF-RA and clicks “Y” to activate you
 - You get an **email** within 1 day from DISA with a one time password
 - Logon to WAWF and apply your UserID and one time password, application will automatically take you to new password section first